

## English Language Development Assessment (ELDA) Spring 2010 Administration

Please disseminate to staff who will be participating in the administration of ELDA.

**Please Note:** **Highlighted portions are changes from last year.** The information in the training CD may conflict with what is noted here. Make sure staff understands this memo contains the updated instructions for 2010.

### Important Dates

- February 8, 2010—Materials arrive at districts
- February 15, 2010—Beginning of test administration
- March 26, 2010—End of test administration
- April 9, 2010—All materials must be picked up by Fed Ex and returned to Measurement Incorporated (MI) using the supplied shipping labels
- July 1, 2010—Assessment results back to districts and NDE
- September 30, 2010—Deadline for contacting the ELDA Helpline with any reporting errors or missing reports.
  - Measurement Incorporated ELDA Helpline: (888) 612-0180 or [elda@measinc.com](mailto:elda@measinc.com)

### Preprinted Identification Labels (Pre-Id Labels)

- All students designated as LEP are to be tested, even if they do not participate in an ELL program.
- Students identified as “LEP eligible” on the NSSRS as of Dec. 7, 2009 will receive a Pre-Id ELDA Label.
- Students enrolling after that date will not receive labels and their demographic information will have to be filled in by hand and an overage label attached.
- For students with Pre-Id labels, do not make any changes to the student demographic data on the answer folder with the exception of marking accommodations and/or modifications.
- Districts must account for **all** Pre-Id labels. This allows NDE to track student participation by district. This data is reported to the U.S. Department of Education.
- **If a student is not tested or has moved out of the district, the label must still be affixed to an answer folder and a reason for not tested marked. NeSA scoring rules apply.**

### Answer Folders (refer to attached sample document)

- All Pre-Id labels must be affixed to a student answer folder.
- **“For Official Use Only”** field has been added.
  - If a student does not complete the ELDA, mark the reason in this section. **This will eliminate the need for an invalidation process.**
  - Test administrators should check over student answer folders carefully upon completion of testing to ensure that this section has not been marked by a student or marked in error.

### Headers and Overage Labels

- Headers and overage labels contain specific district and building information.

- Use only headers and overage labels provided to your building. Do not share between buildings or districts.

### Security Agreement

- The security agreement outlining the proper handling of the ELDA materials will need to be signed by building principals.
- The agreement will be sent with the testing materials. Copies may be made and distributed to the appropriate administrators.
- Return the agreements with the testing materials to MI at the end of the testing window.

### Special Circumstances

- Students who have moved within the district
  - Transfer the student answer folder with the preprinted label to the new school. The Header will override the demographic information on the label and assign the student to the new school.
- Students who begin the test at one school and move within the testing window to a new school
  - Transfer the answer folder to the new school.
- Students who have moved out of the district
  - Affix the Pre-Id label to the answer folder and mark the appropriate reason under the “Official Use Only” section.
- Students who begin the testing but do not complete it
  - Mark the reason for the incomplete test under the “Official Use Only” section of the answer folder.

### ELL Students with an IEP

- Students are generally expected to take **all** parts of the test.
- Refer to the student’s IEP if there are questions about participation in any portion of the ELDA.

**NOTE:** Students should complete all four sections of the ELDA. Every effort should be made to have students complete the entire assessment. If a student is absent on the days of the test, the test needs to be made up at a different time within the testing window.

### NeSA Scoring Rules

*Please note what results in a waived score and what will be counted as a zero score for accountability purposes.*

- Student no longer enrolled (waived score)
- Emergency medical waivers are granted only through the Statewide Assessment Office (waived score)
- Student misclassified/no longer classified as ELL/LEP (waived score)
- Parent/guardian/student refusal (zero score)
- Student absent for entire/partial testing window (zero score)

### Returning ELDA Materials

- ELDA materials are secure and must be treated as such. (Refer to Security Agreement)

- All materials must be accounted for and returned to Measurement Incorporated.
- Maintain the packing slip to refer to in the return process.

### **Training CD**

*Enclosed is a training CD to be used by your district to provide support to staff who will be administering the ELDA.*

- **System Requirements**
  - Quicktime 7.1.3 (available through a free download online)
  - Real Player
- **Contents**
  - ELDA K-2 Training Video and Powerpoint
  - ELDA 3-12 Training video and Powerpoint

**Note:** The training CD section on invalidation of tests is no longer in effect. Refer to this update for current information on NeSA scoring rules and the proper marking of student answer documents. Also, below please find current contact information.

### **If you have questions please contact:**

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